

## **SAMPLE MEETING NOTICE**

The \_\_\_\_\_ [Name of Governing Body] of the \_\_\_\_\_ [Name of Public Entity] (hereafter referred to as "governing body") will be holding a(n) \_\_\_\_\_ [regular, special, or emergency] meeting on \_\_\_\_\_ [Date] at \_\_\_\_\_ [Time]. The meeting will be held in the \_\_\_\_\_ room at \_\_\_\_\_ [Location of the Meeting]. In the event that any or all of the members of the governing body participate in the meeting by telephone or video, a speakerphone or monitor will be available at the location noted above.

At the time this notice is being prepared, the governing body expects the agenda of its meeting to include the following topics: [Include all topics the governing body expects to discuss. Also include the topics to be discussed during, and the legal authority for holding, any anticipated executive sessions.]

- 1.
- 2.
- 3.
- 4.
- 5.

Where noted, the discussion of some of the above topics may be held in executive session rather than during the portion of the meeting which is open to the public. If this is a regular meeting, additional topics may be discussed. If this is a special or emergency meeting, the governing body's discussion will be limited to the topics and executive sessions listed above.

Date of Notice: \_\_\_\_\_

Name of Person Preparing Notice: \_\_\_\_\_

### Posting Instructions:

1. Post at the main office of the public entity, if the entity has a main office.
2. Post at the location of the meeting, if held somewhere other than the entity's main office.
3. File with the appropriate official [the Secretary of State for state-level entities, the appropriate city auditor for city-level entities, and the county auditor(s) for all other entities].
4. Provide a copy of the notice to any individual who has requested notice of the meeting.
5. For special or emergency meetings, notify the entity's official newspaper, if any, and any other media representative who has asked to be notified of such special or emergency meetings.

**N.D.C.C. § 44-04-20. Notice of public meetings required--Exceptions--Schedule set by statute, ordinance, or resolution.**

1. Unless otherwise provided by law, public notice must be given in advance of all meetings of a public entity as defined in section 44-04-17.1, including executive sessions, conference call meetings, and video conferences. Unless otherwise specified by law, resolution, or ordinance, or as decided by the public entity, notices required by this section need not be published.
2. The notice required in this section must contain the date, time, and location of the meeting and, where practicable, the topics to be considered. However, the lack of an agenda in the notice, or a departure from, or an addition to, the agenda at a meeting, does not affect the validity of the meeting or the actions taken thereat. The notice must also contain the general subject matter of any executive session expected to be held during the meeting. For meetings to be held by telephone or video conference, the location of the meeting and the place the meeting is held is the location of a speakerphone or monitor as required under section 44-04-19.
3. In cases where the governing body holds regularly scheduled meetings, the schedule of these meetings, including the aforementioned notice information, if available, must be filed annually in January with the secretary of state for state-level bodies or for public entities defined in subdivision c of subsection 12 of section 44-04-17.1, the city auditor or designee of the city for city-level bodies, and the county auditor or designee of the county for all other bodies. This schedule must be furnished to anyone who requests the information. When reasonable and practicable, a governing body of a public entity should attempt to set a regular schedule for its meetings by statute, ordinance, or resolution. This subsection does not apply to meetings of the legislative assembly or any committee thereof.
4. The notice required in this section must be posted at the principal office of the governing body holding the meeting, if such exists, and at the location of the meeting on the day of the meeting. In addition, unless all the information contained in the notice was previously filed with the appropriate office under subsection 3, the notice must be filed in the office of the secretary of state for state-level bodies or for public entities defined in subdivision c of subsection 12 of section 44-04-17.1, the city auditor or designee of the city for city-level bodies, and the county auditor or designee of the county for all other bodies. This subsection does not apply to meetings of the legislative assembly or any committee thereof.
5. The governing body's presiding officer has the responsibility of assuring that such public notice is given at the same time as such governing body's members are notified, and that this notice is available to anyone requesting such information.
6. In the event of emergency or special meetings of a governing body, the person calling such a meeting shall also notify the public entity's official newspaper, if any, and any representatives of the news media which have requested to be so notified of such special or emergency meetings, of the time, place, date, and topics to be considered at the same time as such governing body's members are notified. Topics that may be considered at an emergency or special meeting are limited to those included in the notice to the media.
7. A committee of an institution under the authority of the state board of higher education, in lieu of the notice requirements in this section, may file in the office of the president of the institution the name, address, and telephone number of a person who may be contacted to obtain specific times, dates, and locations of any meetings of that committee or to request specific notification of each meeting of that committee.
8. The attorney general shall prepare general guidelines to assist public entities in following the provisions of this section.
9. This section is violated when a notice is not provided in substantial compliance with this section.